

SECRET

REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					DDS/OF-018	
1. TITLE OF REPORT (if a fill-in report include Form No.) Report on Budget Status (SF 133) - Construction					2. TYPE OF REPORT	
					<input checked="" type="checkbox"/>	STATISTICAL
					<input type="checkbox"/>	NARRATIVE
					<input type="checkbox"/>	MACHINE-NAME LISTING
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	ADMIN. GENERAL		
		LOGISTICS	SECURITY	OTHER (specify)		
		MEDICAL	<input checked="" type="checkbox"/> FINANCE			
4. NO. OF COPIES PREPARED 2		5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly		6. DISTRIBUTION (No. of components not number of copies) 2		
7. FORMAT (memorandum, form computer print-out, etc) Form - SF 133		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT Bureau of Budget Circular No. A-34		
		<input checked="" type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.			
		<input checked="" type="checkbox"/> NO				
10. PREPARING COMPONENT (include lowest level contributing information to report) S&AS, Accounts Div.			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) General and Allotment Ledgers			
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-11	\$7.06	1/10		\$1.17	4	\$4.68
GS-04	2.81	1/20		.23	4	.92
						\$5.60
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						\$ 5.60
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. No change in status of funds for several years, therefore only verbal report given to OPPB.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)					MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE						
<input type="checkbox"/> DISCONTINUE						
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION